



Facility Management Quarterly

Letter from the Director

As we continue into 2011, we have been awarded the EPA Energy Star Award, at 800 Broadway, for the third straight year. Great job by our staff and our energy consultant in securing this award, again.

The BOCC has voted to enter into an agreement to sell 237 William Howard Taft, the sales transaction should be completed by August of this year. The property at the old Kahn's site on Spring Grove Avenue has been sold and transferred to a new owner.

We are continuing in our efforts to promote a safe workplace through training, inspections, and tracking. Remember safety starts with you.

The outlook for 2012 is unknown at this time, as the State law makers continue to make changes to the state budget and other laws which will affect how all counties operate. Until these changes are passed, the impact on us as employees and our department is unknown.

We did not have the planned Department wide meeting in the first quarter, as I had planned. Instead, we will have a meeting in May. At that time I will share some thoughts on where our Department is headed in 2011 and 2012 and do my best to answer any questions you may have. You can either drop your questions to me by e-mail rwl@cms.hamilton-co.org or a note in the inter-office mail. I will try to answer all of these at that meeting.

- Thanks, Ralph

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Second Quarter Holidays

Easter	Sunday, April 24, 2011
Mother's Day	Sunday, May 8, 2011
Memorial Day	Monday, May 30, 2011
Father's Day	Sunday, June 19, 2011

Reminders

Paycor/HRP System

When requesting time off through PayCor, please remember to enter the time frame you will be out in the Request Comments section. This applies whether you will be out for a partial day, or for the whole day. In order to stay consistent with the way the paper Request for Leave form was completed, entering the time frame is required.

The Request Comments section should also include any additional information needed when requesting sick time or leave without pay, just as it was required on the paper form.

If you are not seeing the PayCor notification emails in your GroupWise account, it may be because you have your email address set up in PayCor as your personal email. Whatever email you initially entered when first setting up your PayCor account last year is the email address the time request notifications go to. To change your email address, or for any other questions about this process, please contact Sandy or Inger.

Annual Inventory Audit

The annual inventory audits will begin the first week of July. We will continue to use the PDA's to scan the bar codes on the items. The PDA's are then synced with the Archibus system. Building Managers and Trades foreman will be contacted in June to schedule a time to use a PDA starting in July.

Energy Star Award

By Ralph Linne

We did it again, EPA Energy Star Award for 2010!

This is one of the best benchmarking tools for energy management. EPA has worked with commercial property owners and operators to identify the common best practices used by leading building owners and managers to design and implement successful energy management programs. By distilling this information into a set of strategic guidelines, EPA has created a road map to help organizations kick-start their energy management activities—or to compare their existing programs with industry best practices. Successful energy management requires continual assessment to help inform any necessary changes in strategy and to recognize achievements.

This is the third straight year that we have achieved the Energy Star Award for 800 Broadway. As the most widely recognized platform for whole-building energy performance, EPA's Energy Star program is the primary resource for property owners and operators seeking to reduce costs and demonstrate environmental stewardship through strategic energy management. EPA developed a rating system based on national commercial building energy consumption data collected by the Energy Information Administration. By using this tool, eligible properties can measure their energy performance compared to similar buildings nationwide, taking into account differences in climate, building size, and operational attributes to deliver a 1 to 100 rating that can be easily understood and communicated. This rating system is viewed by industry to be objective and backed by a credible third party (the U.S. government), and has become, in essence, the "whole building miles/gallon rating."

Furthermore, this rating is the mechanism through which Energy Star recognizes superior performance. For example, properties that earn ratings of 75 or higher, signifying energy performance in the top quartile nationwide, can earn the prestigious Energy Star Label. Our rating for 2010 was 88 for 800 Broadway!!!! We were in the top 12% in the nation.

The Energy Star rating is also used as a prerequisite for certification under the U.S. Green Building Council's (USGBC) LEED certification for existing buildings (LEED-EB). I would like to apply, in the future, to have 800 Broadway receive LEED-EB: O&M certification.

Property/Lease News

By Blaine Gilmore

New Tenants at Parkhaus Garage

After nearly 15 years, the long vacant retail space at the Alms and Doepke Parkhaus Garage may soon have a much welcomed new tenant. The Department of County Facilities is in the final stages of negotiations to bring a Subway restaurant to the space closest to the Alms & Doepke building. Famous for its healthy food selections, Subway will also be offering its new breakfast menu. If all goes as planned, construction could begin as early as May of this year with an opening in mid summer.

Speaking of healthy, County Facilities is also in negotiations to bring a fun, new, and trendy fitness club to the other retail suite in the Parkhaus Garage formerly occupied by Cincinnati Bell. Queen City Cross Fit will offer high caliber, high impact cross training for those looking for the ultimate fitness challenge. Cross Fit is the next level in fitness training with much sought after franchises springing up across the country. This new small business would like to be up and running by June 2011.

Safety News

By Rodney Lofland

Safety Is In Your Hands: Do your share for a safer workplace

When you think about workplace safety responsibilities, you probably think about all the regulations and all the requirements OSHA puts on management to identify hazards and to protect you and your co-workers. And it's true that management does have a big share in the responsibility for workplace safety. But OSHA also gives you a share of responsibility for safety on the job.



In return for the right to a safe workplace, OSHA assigns certain specific responsibilities to you and your co-workers, including the responsibility to:

- Obey OSHA standards.
- Follow all workplace safety and health rules.
- Use assigned and required personal protective equipment (PPE).
- Participate in required safety training.
- Report hazardous conditions to management so they can take corrective action.
- Promptly report job-related accidents, injuries, and illnesses to your supervisor and get medical attention.

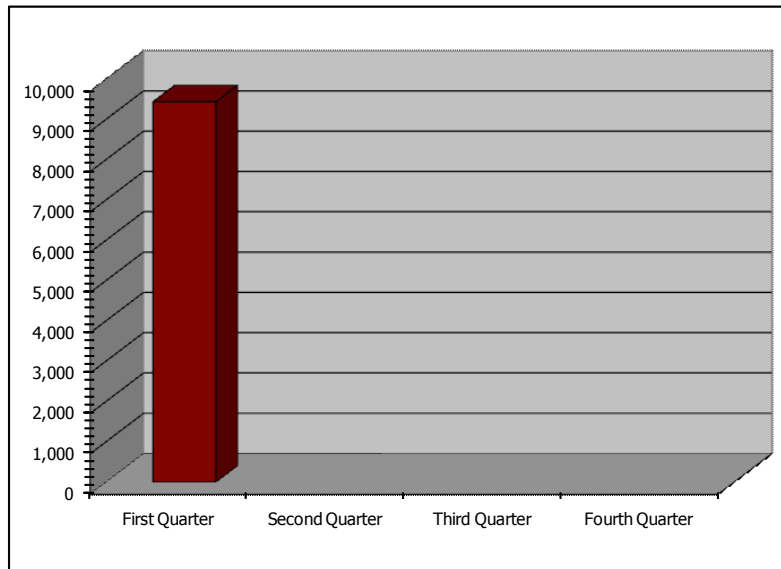
In addition to these OSHA-assigned safety responsibilities, we ask you to also:

- Take responsibility for learning everything you need to know about your job and work area so that you can always work safely.
- Avoid taking risks and engaging in any unsafe acts.
- Talk to your supervisor and/or contact the Facilities Safety Department any time you have a question about your safety.
- Cooperate in our safety inspection and hazard analysis programs.
- Participate in safety committees and other safety initiatives.
- Look for ways to make your job and the workplace

(continued on page 5)

Work Requests Completed by Problem Type

First Quarter 2011



First Quarter	9,436
Second Quarter	
Third Quarter	
Fourth Quarter	
Year-To-Date	9,436

American Corrections Association	3
Americans with Disabilities Act	
Audio Visual	1
Bed Bugs Reported	17
Blinds	3
Replacement of damaged ceiling tiles	35
Cleaning	272
Compliance Management Inc.	30
Computer	7
Conference room configuration	19
Custodial Services	213
Deliveries for other dept w/in your bldg.	80
Doors	154
Drywall patching/replacement	21
Electrical issue	278

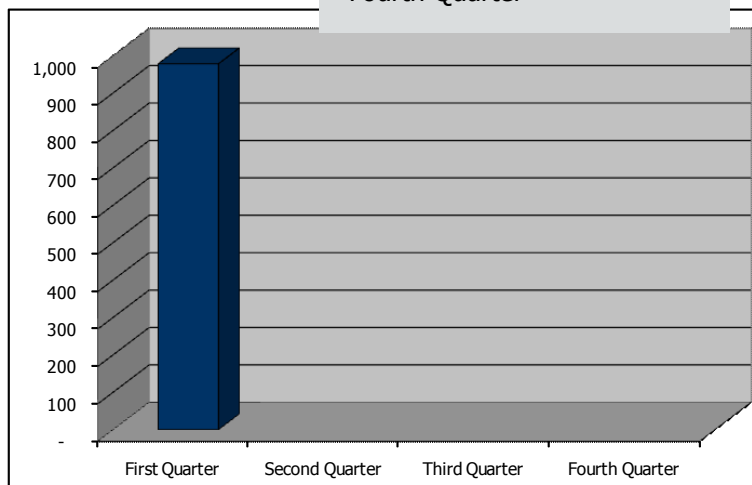
Building Automation System, Repairs / Mint	18
Electronic Security System	1
Electronic Lock	51
Repair TV's, Remote's, Amp's, DVD/VCR	3
Elevator Repairs/Maintenance	15
Escort Non-badge Persons	13
Escort LEADS	4
Escort Non-LEADS	3
Drills, Fire Drs/Smoke Evac./Dialer Tests, etc.	8
Fire Suppression System	7
Fire System Repair/Maintenance	39
Fleet Management issue	87
Flooring Repair	29
Furniture/Furnishing issue	201
Grounds/Landscape	81
Hillcrest Hygiene Supply Kit	3
New installation	80
Purchase Supplies, Stock Inv, Distribute	72
Jared's Law	
Make/change keys	77
Appliance Repair, Food Cart Repairs	18
Kitchen Failure	4
Kitchen Inspection	13
Laundry Services	85
Leaking problem	60
Light bulb	682
Mechanical problem	265
Move a piece of equipment and/or furniture	178
Non Electronic Lock	33
Reported Odors	2
Paint as required	54
Public Emp. Risk Reduction Prog.	2
Pest control activities	20
Phone Problems	6
Plumbing problem	909
Police the grounds, restrooms, etc	1
Pre-Bag Filters	
Preventative Maintenance	4,784
Project (Fac Mgmt only)	1
Quality Assurance Inspections	
2-Way Radio, Repeater, Tests/Repairs, etc.	27
Move, Inv, Store, Transport, Destroy Records	15
Roof	9
Safety	64
Safety Services (CMCuse only)	1
Security Fixture Repairs	47
Signage	32
Special event setup	30
Store rooms - Maint. and Building Services	24
Stocking paper supplies in Tenant Areas	17
Stocking Trades Shops	
Telecommunications - JC Visitor phones	5
Temperature is too cold	62
Temperature is too hot	40
Towing	2
Transporting	11
Waste Exposure	3
Window or glass problem	5
TOTAL	9,436

Open Work Requests at the Beginning of the Quarter

First Quarter 2011

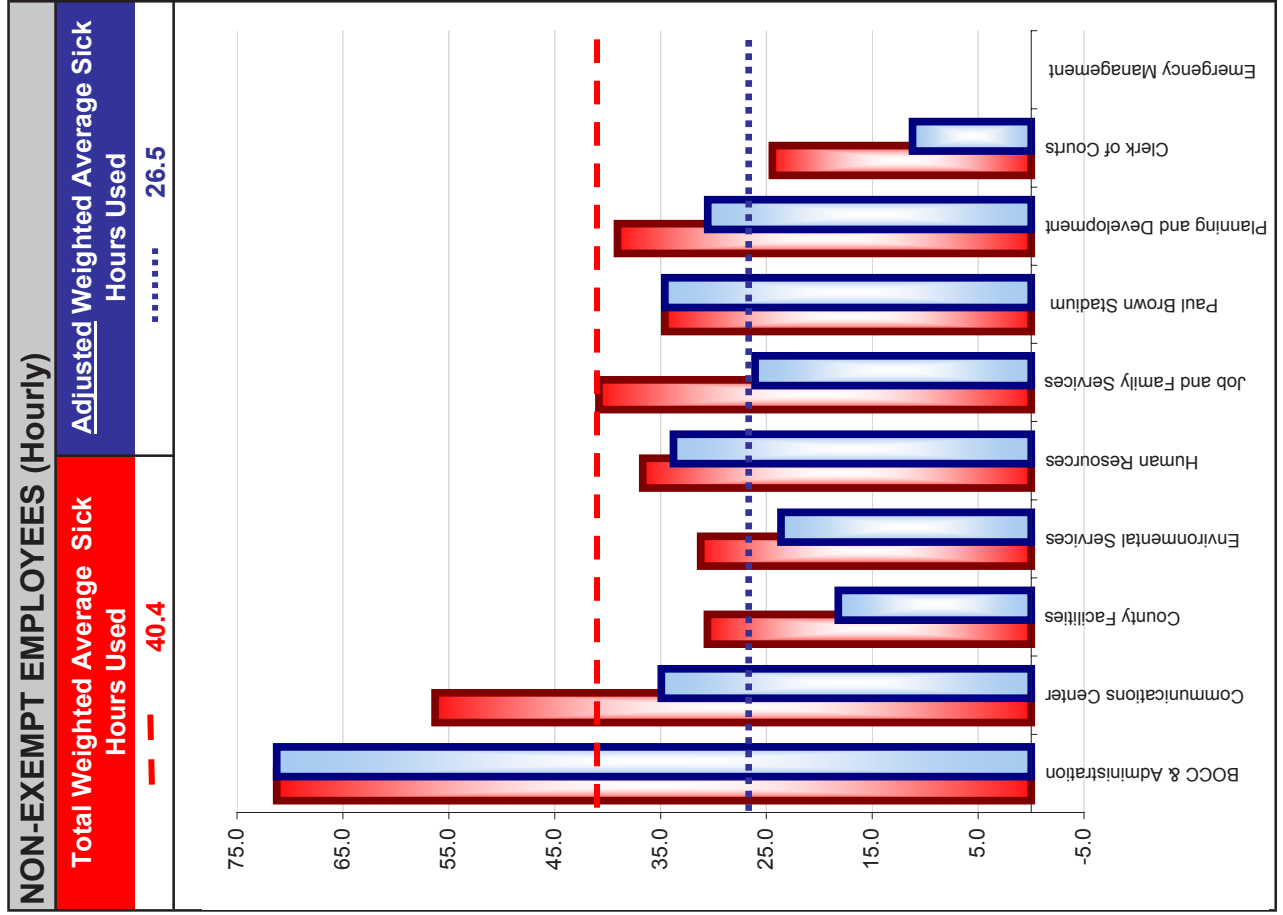
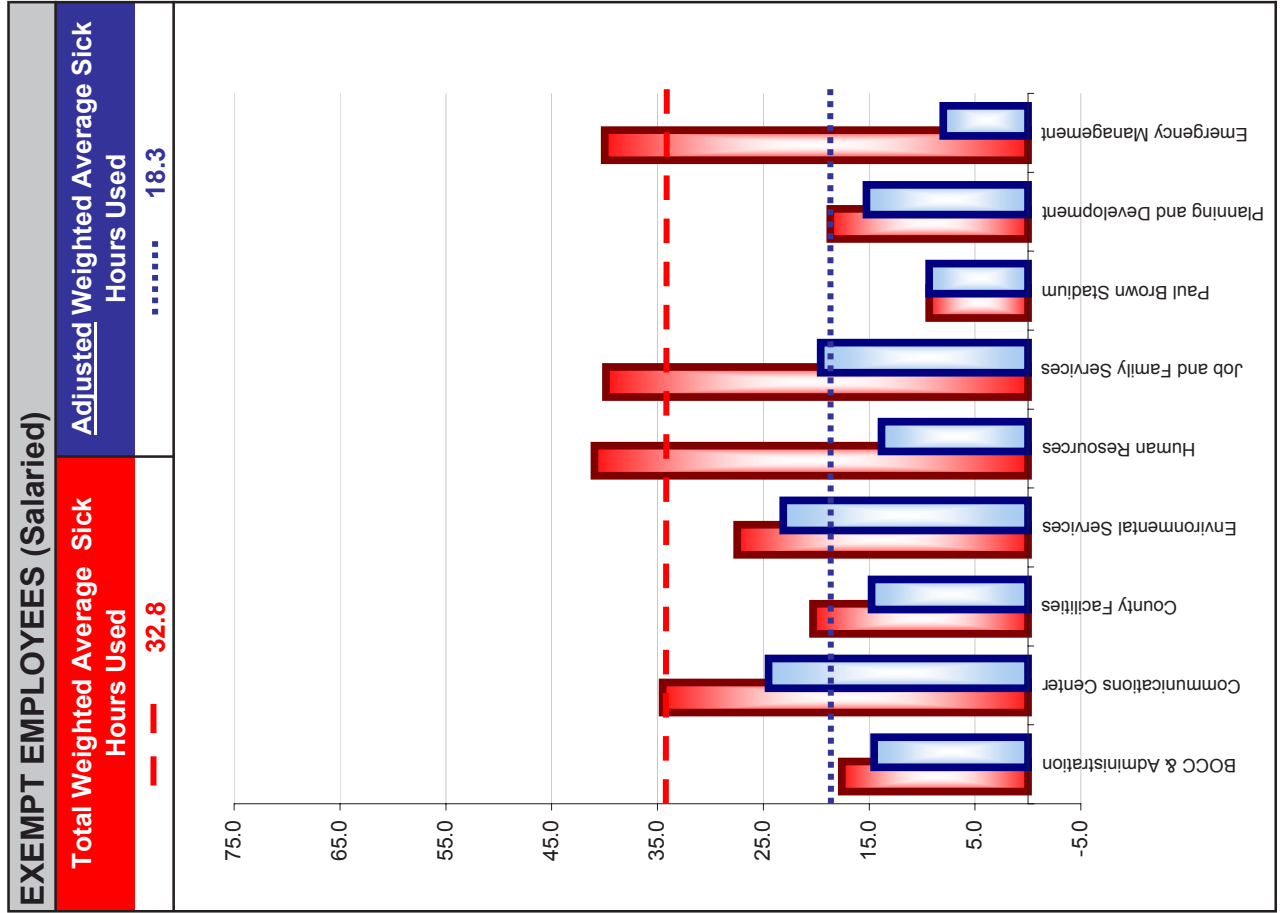
At the Beginning of:

First Quarter	978
Second Quarter	
Third Quarter	
Fourth Quarter	



Weighted Average Sick Leave Usage: 2nd Half 2010 (06/24/2010 - 12/22/2010)

These charts compare Total Sick Hours Used to Adjusted Sick Hours Used. The Adjusted Sick Hours Used excludes the sick hours used for FMLA approved sick time, workers' compensation hours, and bereavement (extenuating circumstances).



- Participate in safety committees and other safety initiatives.
- Look for ways to make your job and the workplace safer and make suggestions about how to do that.

If we all do our share and take responsibility for our safety and the safety of all our co-workers, we can't fail in our mission to prevent accidents, injuries, and work-related illness. Sure, it's a big job, and we have to remain vigilant every day to identify and eliminate hazards. But together we can do it! Won't you pitch in and join with your co-workers? We need you to succeed.

Project Management

Improving Consolidation Efficiency

By: Bert Watts

At the beginning of 2010, the Facilities Department received a request to embark on a project for the newly created Planning & Development Department. Before the Planning & Development Department was created Public Works, Building Inspections, and Rural Zoning and Planning all had separate permit counters on the 8th floor of the County Administration Building.

As part of the consolidation, the Facilities Department was asked to create one large area for all transactions between the new consolidated department and the public, in an effort to make business more efficient.

We started off by receiving a rough sketch of what the Department was looking for. The work consisted of the demolition of two doors and a wall. The new work consisted of building a new office, building a new transaction counter with new casework to match the old and converting work stations into storage areas. HCFD had ThermalTech Engineering prepare design and construction drawings for a City building permit. The HCFD Building Trades conducted the majority of the work, so they were provided with a set of construction drawings as well. As the project progressed it was found that new carpet was needed in the construction area due to the wall demolition. Planning & Development also requested a security access control system, which would require employees to use keycards to access the main doors to the offices. There was one door left in the lobby where the access control was not added. The public is to use this door for all of their needs when conducting business with the department. The



former Public Works' storage area was transformed into an office area, so employees could be relocated to make room for a more centralized storage area for the entire department to use.

This project took some time to complete due to the additional items that were found to be needed, but in the end this project received many compliments from employees and individuals from the public. I would like to thank all of the individuals involved in this project, which if it were not for you this project would not have been a success.

ARCHIBUS Corner

2011 Conference Highlights

By: Michelle Ray



In March, I attended the annual Archibus Users Conference. Here are some of the take-aways that may effect the County.

Every year, the conference begins on Sunday, with a 4 hour round-table meeting for all Government users. Additionally, I met with other County and City users, and Archibus, Inc., to discuss the possibility of having a meeting for local Government, separate from State and Federal (the meetings can sometimes be too specific to Federal requirements). Beginning this year, we will have 2 Web meetings a year and our own round-table at the next conference! Mike Chamberlin, from Johnson County, KS, and I, will be heading up this User Group.

Now that the "cloud" is become such a hot topic, Archibus, Inc. has decided to start requiring all Archibus hosting sites, meet certain criteria for certification. I plan to gather and include these requirements in future contracts.

I saw presentations on new/greatly improved products coming out, centered around the "green" movement, and some 3rd party BAS products.

I also had many one-on-one conversations and demos from vendors. It's always nice to sit down with our current vendor, to discuss the direction we want to go in, and what was of most value from the conference. Additionally, there are many vendor products out there, for Archibus, that are not necessarily publicized, and it's always to our advantage to see the technical presentation of those products. It was clear, that Archibus is continuing to move forward with the newest technology, keeping this product on the cutting edge!

My presentation was a huge success, many companies and Government Agencies struggle to spread their implementation across the organization, and I was able to provide a roadmap, a template for documenting their system to others, and proof that it is possible!

Hamilton County's Current Archibus Implementation

Over 13 ARCHIBUS Modules and 10 Custom or 3rd Party Products

16 Departments/Agencies Managing their own data in 2 Counties
Over 120 Agencies – data being managed by one of the above Agencies

Over 500 Locations
Over 8 Million Sq Ft of indoor space maintained, in addition to the Parks
Over 780 Active Users
Over 60,000 assets being tracked

In the Community

Birthdays

April

John Gilbert
Ann Hall
Doug Bruce
Jerry Bradley
Stephen Wessels
Dan Inman
Gary Thomas
Tay Boyle
Andy Stafford



May

Jean Heenan
Bill Stautberg
Curtis Compton
Jerry Waddell
Mark Sengewald
Bill Scholl
Donna Steinau
Barbara Weghorn
Joe Cresap

June

Michael Glacking
Kenneth Fields
Tony Martini
Joe Merkt
Chris Neff
Tom Friedhoff
Mike Jackson

Years of Service

Ten

Mark Jackson

Fifteen

Glen Wilhoit

Announcements

- Don Benbow retired from the Youth Center on March 31, 2011, and effective April 1, 2011, that position is now filled by Bill Scholl
- William Perkins is moving from 237 WHT to Auxiliary Buildings
- Bill Obermeyer is at the A&D Building
- Andy Stafford accepted a MRW2 position at the Courthouse



It's A Girl!

Jesse and Kimberly Estes are the proud parents of Grace Eileen Estes who was born on February 3, 2011. She weighted 5 lbs 11 oz. Congratulations!

I would like to thank everyone for the cards and well wishes I received during my recent surgery and recovery. It's comforting to know that my co-workers are so supportive.

Rodney Hamilton



Reminder

Just a reminder to everyone not to use the S-drive to save your personal documents such as time sheet, overtime etc. Please save them either to your H-drive or your desktop.



ArtsWave

Thank you to all who participated in this years' ArtsWave campaign. Hamilton County collected a total of \$13,550. Again, it was a very successful year. The Facilities Department collected \$192.00. The winner of the Ruthven print in our department was Michelle Ray. Congratulations.

History of Fountain Square

en.wikipedia.org/wiki/Fountain_Square,_Cincinnati

Fountain Square has been the symbolic center of Cincinnati, Ohio, since 1871. The square, which replaced a butcher's market, was a gift from Henry Probasco in memory of Tyler Davidson. Probasco traveled to Munich and commissioned a bronze allegorical fountain from Ferdinand von Miller named The



Genius of Water that symbolizes the uses of water, both natural and man-made. Originally, the square sat between two streets. A 1971 renovation of the square included slightly moving and re-orienting the square to the west, and enlarging the scale of the plaza to reflect that of new buildings around it. It is used for lunch-breaks, rallies, and other gatherings.

In the early 2000s, the square was completely renovated and re-designed by 3CDC and BHDP Architecture (consulted by Cooper, Robertson & Partners and OLIN) to attract more visitors to the city, and to serve as a cultural/recreational hub for the city. In addition to the renovations, many buildings in and around the Fountain Square district are currently being renovated and redesigned to revitalize the region. The Fountain itself was completely restored.

